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NATIONAL PHOTOGRAPHIC INTERPRETATION CENTER

NPIC NOTICE
NO. 1-130-23

ORGANIZATION
21 September 1964

REVISION OF MISSIONS AND FUNCTIONS
ASSISTANT FOR ADMINISTRATION
MANAGEMENT SERVICES STAFF
SUPPORT STAFF

REFERENCE: NPIC NOTICE NO. 1-130-17, dated 13 March 1964

1. Mission and Functions Statements for the Assistant for Administration, Management Services Staff, and Support Staff are issued herewith and should be substituted for the statements for the Assistant for Administration and Administrative Staff issued with the referenced NPIC Notice.

2. Also attached is the revised official NPIC Organization Chart.

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Executive Director

Enclosures (2)
a/s

Distribution: No. 3

Declassification Review by NGA

Rec'd by 1-130-27
1-130-28

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ASSISTANT FOR ADMINISTRATION

MISSION

The Assistant for Administration is responsible for supporting the Director, NPIC, in the organization, management, and financial planning of Center operations; for providing a comprehensive Center wide program of management services and administrative support; and for serving as principal advisor to the Director in matters pertaining thereto.

MANAGEMENT SERVICES STAFF

MISSION

The Management Services Staff is responsible for supporting the Director and all levels of NPIC management in the development of sound and efficient management programs and techniques; performing or coordinating analyses of organization and management activities, production efforts, and manpower utilization as requested by the Director or division or staff chiefs; providing a comprehensive management information reporting program; and administering the financial planning, budgeting, and accounting activities of the Center.

FUNCTIONS

The Management Services Staff shall:

1. Develop and recommend plans, programs, and procedures to promote the efficient and economic management of NPIC activities and resources.
2. Work with operating components in a continuing survey of management activities and practices in NPIC.
3. Undertake studies and analyses of selected activities and production efforts within the Center as may be directed by the Director.
4. Operate a management information program to provide all levels of Center management with needed statistical information, such as that pertaining to the status of work on projects, the volume and type of products, and the utilization of manpower.
5. Administer the financial planning and budgeting activities of the Center, including the formulation of NPIC budget submissions and other financial presentations required by higher authority.
6. Develop and maintain effective financial accounting records and prepare periodic analyses and reports on the financial status of the Center.

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7. Administer the NPIC regulatory system and provide a central repository for issuances.

8. Provide staff support to the Assistant for Administration and the Office of the Director, NPIC, as required.

SUPPORT STAFF

MISSION

The Support Staff is responsible for providing a complete program of administrative support and services to NPIC in matters relating to personnel, training, travel, contracting, supply, and other logistical support. Further, it executes a comprehensive security program in support of NPIC.

FUNCTIONS

The Support Staff shall:

1. Develop, recommend, and implement plans, programs, and procedures in assigned administrative fields in support of NPIC activities.

2. Operate a personnel administration program in conjunction with the other staffs and divisions of the Center to include: the preparation of staffing complements, job standards, and position descriptions; the assignment, utilization, and promotion of CIA personnel; and the development of recruitment, career management, and employee relations programs.

3. Establish, direct, and supervise a comprehensive NPIC training program utilizing in-house, Office of Training, other Government agencies, and contractual assets.

4. Develop and implement a complete program of logistical services including guidance and support in procurement matters, implementation and follow-up of contractual actions through appropriate procurement channels, administration and management of NPIC building space, and operation of supply activities.

5. Formulate and execute a comprehensive physical and personnel security program for NPIC including security of the Center installation, security indoctrination of personnel and visitors, investigation of security breaches, supervising industrial security on NPIC contracts, and safety matters.

6. Coordinate and support NPIC foreign and domestic travel programs.

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ASSISTANT FOR OPERATIONS

MISSION

The Assistant for Operations is responsible to the Director, NPIC, for arrangements concerning the receipt of new photographic inputs, directing the maintenance of a central registry of all requirements and projects, developing dissemination policies and procedures for NPIC products, advising on the control of special security systems materials, operating a communications facility, serving as the Center's Foreign Liaison Control Officer, Vital Materials Officer, consultant to COMOR and as principal advisor to the Director on all matters pertaining thereto.

OPERATIONS STAFF

MISSION

The Operations Staff, under the direction of the Assistant for Operations, is responsible for maintaining contact with collectors of photography to ensure the timely receipt of data about inputs to permit the effective scheduling of production by Center components, making arrangements to receive new inputs, dissemination of cables, maintaining a central registry of all requirements levied on the Center and all projects established in the Center.

FUNCTIONS

The Operations Staff shall:

1. Maintain operational contact with collection organizations in order to obtain timely information on inputs necessary for the effective scheduling of NPIC production activities by Center components.
2. Make arrangements for the expeditious receipt of new inputs and related data in the form required to meet the needs of Center components in the exploitation thereof.
3. Maintain an up-to-date record of the Intelligence Community's film duplicating requirements and prepare duping schedules as required.
4. Provide for the receipt, dispatch, internal dissemination and archiving of cable traffic.

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5. Maintain a central registry of all requirements levied on the Center and advise requesters of the receipt of their requirements and the point of contact to be used regarding the details and status of the work involved.

6. Ensure that all projects established in the Center are properly categorized and maintain a central registry of same.

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ASSISTANT FOR PHOTOGRAPHIC ANALYSIS

MISSION

The Assistant for Photographic Analysis is responsible to the Director, NPIC, for the production of photographic interpretation reports and the provision of photographic interpretation services in support of the national intelligence effort and for serving as principal advisor to the Director on matters pertaining thereto.

PHOTOGRAPHIC ANALYSIS GROUP

MISSION

The Photographic Analysis Group, under the direction of the Assistant for Photographic Analysis, is responsible for the timely analysis of photography, utilizing pertinent collateral information, the scheduling and production of national photographic interpretation reports, and for providing photographic interpretation services.

FUNCTIONS

The Photographic Analysis Group shall:

1. Perform photographic analysis and prepare reports on targets of national significance utilizing selected all source photography and pertinent collateral information.
2. Prepare production programs and procedures for the timely analysis of photography and the production of photographic interpretation reports.
3. Determine production scheduling of national photographic interpretation reports and task NPIC divisions for the type, amount and timing of support services necessary for the accomplishment of the production schedule.
4. Provide photographic analysis support and liaison to USIB agencies, committees, and consultant groups in the preparation of national estimates and finished intelligence.
5. Conduct substantive briefings on photographic analysis matters as required.
6. Provide photographic intelligence personnel to domestic and foreign field activities as directed.

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PUBLICATIONS DIVISION

MISSION

The Publications Division is responsible for editing and illustrating photographic interpretation data for publication, developing publication standards, and preparing visual aids in support of NPIC, departmental activities of the Service/Agency Detachments, and select components of the Intelligence Community.

FUNCTIONS

The Publications Division shall:

1. Provide editorial guidance and assistance in the planning, organization, writing and preparation of photographic interpretation and technical reports.
2. Edit material submitted for inclusion in NPIC publications for completeness and accuracy, consistency, compatibility with published information, proper use of security classification and controls, and correlation of texts and graphics.
3. Develop and issue style sheets and writing guides to assist analysts in the preparation of manuscripts.
4. Provide guidance in the selecting and developing of the illustrative portions of NPIC publications.
5. Prepare illustrations, text, and tabular material in final form for reproduction.
6. Provide configuration analysis in support of photographic interpretation activities.
7. Construct and prepare all types of visual aids.
8. Provide publications support to select components of the Intelligence Community.

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COLLATERAL SUPPORT DIVISION

MISSION

The Collateral Support Division is responsible for providing intelligence research and reference services in support of NPIC and departmental requirements of the Service/Agency Detachments, and select components of the Intelligence Community.

FUNCTIONS

The Collateral Support Division shall:

1. Provide intelligence research and collateral support to photographic analysis activities of the Center and select components of the Intelligence Community.
2. Prepare and maintain target briefs on selected targets of interest to the Intelligence Community.
3. Recommend materials for briefings, and prepare briefing notes and special studies as requested by the Director, NPIC.
4. Provide intelligence reference services and procure intelligence studies, periodicals, photographs, films, maps and related materials as required.
5. Index and classify photographic intelligence reports, selected photography and intelligence data for machine storage and retrieval; service requests from NPIC components and others privy to this intelligence.
6. Compile and periodically publish indexes to photographic interpretation reports, photography, and graphic aids.

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PRODUCTION SERVICES DIVISION

MISSION

The Production Services Division is responsible for operating a photographic laboratory, printing and reproduction facility, a master file of photography and related materials, a dissemination control system, and a central courier service for highly classified intelligence materials in support of NPIC, departmental activities of the Service/Agency Detachments and select components of the Intelligence Community.

FUNCTIONS

The Production Services Division shall:

1. Operate a specialized photographic laboratory, basically in support of photographic analysis and photogrammetric mensuration activities.
2. Operate and maintain a complete reproduction and printing facility for the timely reproduction of specially controlled reports and graphic materials.
3. Maintain a complete master file of selected photography and related materials.
4. Provide a secure document handling facility and necessary control system for sensitive types of material.
5. Receive and dispatch sensitive materials to and from foreign and domestic installations in accordance with rigorously prescribed security control systems.
6. Provide, as a service to the Intelligence Community, a special courier service for handling highly sensitive materials.

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INFORMATION PROCESSING DIVISION

MISSION

The Information Processing Division is responsible for operating a scientific computation, information processing and data retrieval computer facility and associated on-line real-time systems in support of NPIC, the departmental activities of the Service/Agency Detachments and select components of the Intelligence Community.

FUNCTIONS

The Information Processing Division shall:

1. Provide to NPIC's photographic interpretation, photogrammetric and mensuration activities real-time on-line data derivation, scientific computation and data retrieval services at remote locations throughout the Center.
2. Provide mathematical computation, engineering data reduction, equipment simulation, and computer driven plotting services as necessary to support the real-time system and NPIC components.
3. Provide rapid computer generation of photo interpretation reports, target studies, indexes, management statistics and other information processing services as required.
4. Provide automatic document and information storage and retrieval services as required.
5. Design scientific and data processing procedures, develop mathematical models, and construct the necessary computer programs.
6. Analyze the efficiency and effectiveness of proposed and operating information processing procedures, recommend modifications to procedures, equipment, and/or organizational structure necessary to improve systems.
7. Provide for preventive and remedial maintenance of digital computers and peripheral equipment as necessary.
8. Provide liaison with the Intelligence Community regarding developments in information processing, plans for information exchange and standards in the field of digital computer systems.

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CIA IMAGERY ANALYSIS DIVISION
CIA/IAD

MISSION

The CIA Imagery Analysis Division is responsible for the analysis of photography, [REDACTED] systems; producing intelligence reports therefrom utilizing pertinent collateral information; and providing imagery analysis services in support of the Central Intelligence Agency.

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FUNCTIONS

The CIA Imagery Analysis Division shall:

1. Produce departmental imagery intelligence in support of CIA through analysis of [REDACTED] and utilization of collateral information.
2. Provide imagery analysis personnel for special support to clandestine operations.
3. Provide required personnel for assignment to the NPIC Photographic Analysis Group.
4. Maintain active liaison with CIA Headquarters to provide imagery analysis support and services to CIA components.
5. Assist CIA requesters in formulating requirements for imagery analysis and services; receive, process and activate CIA requirements for [REDACTED] imagery analysis and services either departmentally or for NPIC action.
6. Conduct substantive intelligence briefings derived from imagery analysis.
7. Provide representation to and liaison with NPIC on CIA imagery analysis matters.

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